

User's Manual of Paper Review Management System (PRMS) for Reviewers

By Editorial Committee of the Journal of Information Processing, Aug.3, 2012

1. Introduction

The paper review management system (PRMS) is an online system that manages processes from paper submission to the end of reviews. The system only accepts electronic submissions, i.e., papers sent by mail are not accepted. The processes along with the tasks of reviewers, meta-reviewers, record-decision-members, and editorial committee members are shown in Figure 1.

This manual summarizes the workflow of review and procedures of system operations for reviewers.

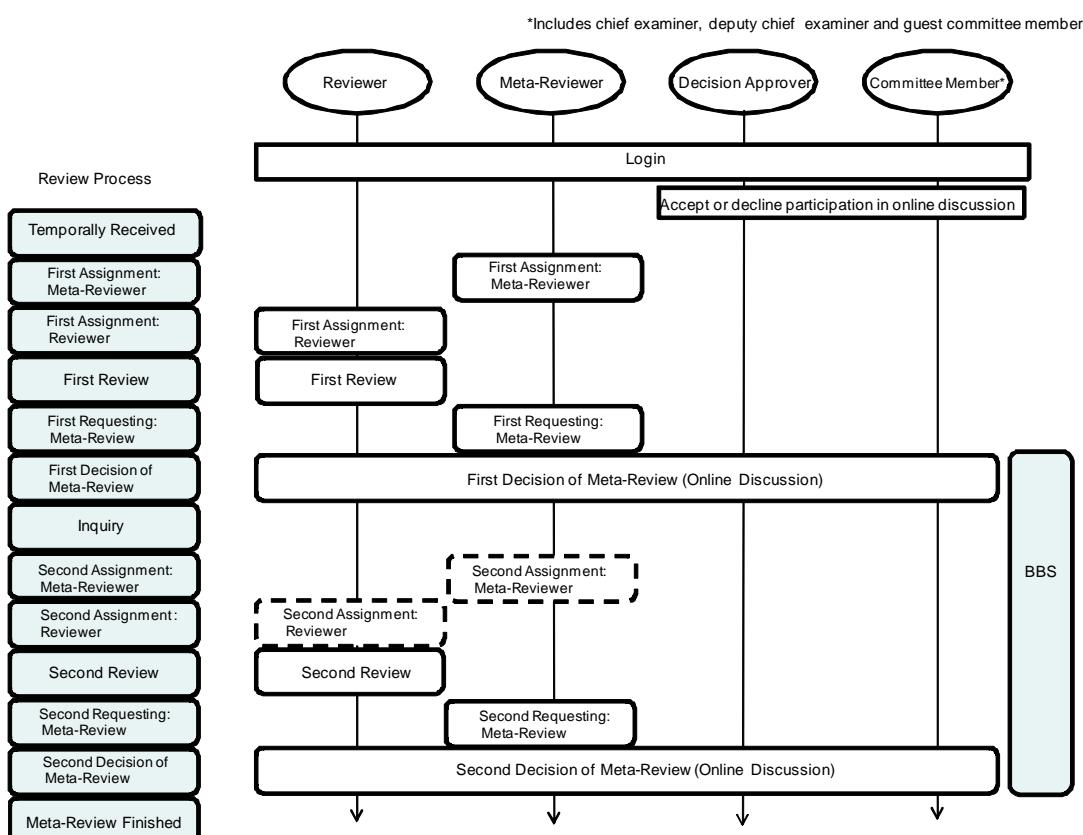


Figure 1 : Process and Role of reviewer

2. Tasks of a Reviewer

Tasks of chiefs reviewing on PRMS are as follows:

1. Registering and maintaining the information of a reviewer or a temporary reviewer his/herself. Reviewers have to manage their password by themselves. (See 3.1)
2. Answering to the request for a review. (See 3.2)
3. Writing a review report of the assigned paper. (See 3.3)
4. Answering to questions from the meta-reviewer using the BBS of PRMS. (See 3.4)

The outline of review process is summarized as follows:

3. Review Process using PRMS

3.1 Management of Information of a Reviewer

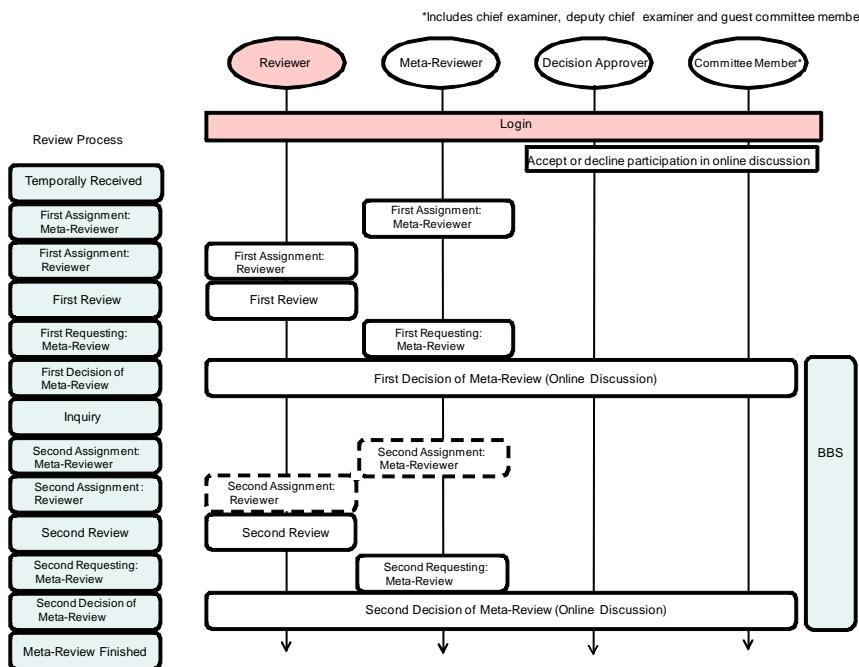


Figure 1: Management of Information of a Reviewer

Information of a reviewer or a temporary reviewer has to be registered / updated before starting the review process. Therefore, IPSJ secretariat registers a name, e-mail address, affiliation, telephone number, etc. of a reviewer or a temporary reviewer after receiving the information from the meta-reviewer. The IPSJ treats the information assuming that the reviewer has agreed with the IPSJ privacy policy, <http://www.ipsj.or.jp/privacypolicy.html>. After an IPSJ secretariat has registered or updated the information of a reviewer, the PRMS system will send an e-mail to the reviewer for

[Subject] [IP SJ: Notification] Notification of registering/ changing personal data of PRMS members

Dear

We have registered/changed the data of members (editorial member, meta reviewer, reviewer) to PRMS.

[Registered data/Changed data]

Name:
Affiliation:
Department:
Contact:
Postal code:
Address:
Tel.:
Fax.:
Member ID:
Email:

If you have any questions, please send an email to the editorial secretariat, edit@ipsj.or.jp.

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IP SJ)

Figure 2 : Email of Registration/Modification of information of reviewer

notifying them of the completion of the registration process (Figure 3). When the registered information

has to be updated, please contact IPSJ secretariat at editt@ipsj.or.jp.

[Subject][IP SJ: Notification] Notification of registering/changing
password of PRMS members

Dear
We wish to notify you that we have registered/changed the login
password of PRMS.

User name:
New password:
Login page:
(Please click [Change personal data] at the left corner for
confirmation of details of personal data,
registration/change of keywords, and
change of password.)

If you have any questions, please send an email to
the editorial secretariat, editt@ipsj.or.jp .

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IP SJ)

Figure 3: Email for notifying the initial random password.

After the registration of the reviewer, a random password will be set and the email shown in Figure 4 will be sent to the reviewer to notify them of the default login information. The initial password and keywords can be changed by each reviewer via the login interface of the system which is indicated at the email.

The way to change the initial password is shown in Figure 5. To change the (initial) password, please login to the system (Figure 5(a)). The password can be changed from the page linked as “change password” at the bottom of the page (Figure 5(b)). After the password has been changed, an e-mail will be sent for confirmation (Figure 6).

| Login for review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------------|---|------------------|--------------------|-----------|----------------|----------------------------------|---------------------------------|---------------------|--|--|--|--|--------------------------------|----------------|----------------|------------------|--------------------|-----------|----------------|------------------------|------|---|-----------|---|--------|---------|-------------------|---|---|---|---|---|---|
| Username: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Password: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Login"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Forgot your username or password? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="7">Position title</th> </tr> <tr> <th>Committee name</th> <th>Title</th> <th>Group</th> <th>Date of entrance</th> <th>Date of retirement</th> <th>Status</th> <th>Term of office</th> </tr> </thead> <tbody> <tr> <td>Reviewer</td> <td>None</td> <td></td> <td>2011/9/02</td> <td></td> <td>Active</td> <td>0 years</td> </tr> </tbody> </table> | | | | | | | Position title | | | | | | | Committee name | Title | Group | Date of entrance | Date of retirement | Status | Term of office | Reviewer | None | | 2011/9/02 | | Active | 0 years | | | | | | | |
| Position title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Committee name | Title | Group | Date of entrance | Date of retirement | Status | Term of office | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reviewer | None | | 2011/9/02 | | Active | 0 years | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Password | Change Password | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

(b)

Figure 4: How to change password for PRMS

[IPSJ: Notification] Notification of the registration/change of password of PRMS members

Dear Name,

The login password for the PRMS has been changed by the user.
If you have not changed it, please immediately inform it to the editorial office via email editt@ipsj.or.jp .

Login page:

(By clicking Change of personal profile at the left side of the page, you can confirm the details of member profile
register/change the keywords
change the password.)

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figure 5: Email for confirmation of the registration / change of password.

3.2 Assignment of Review

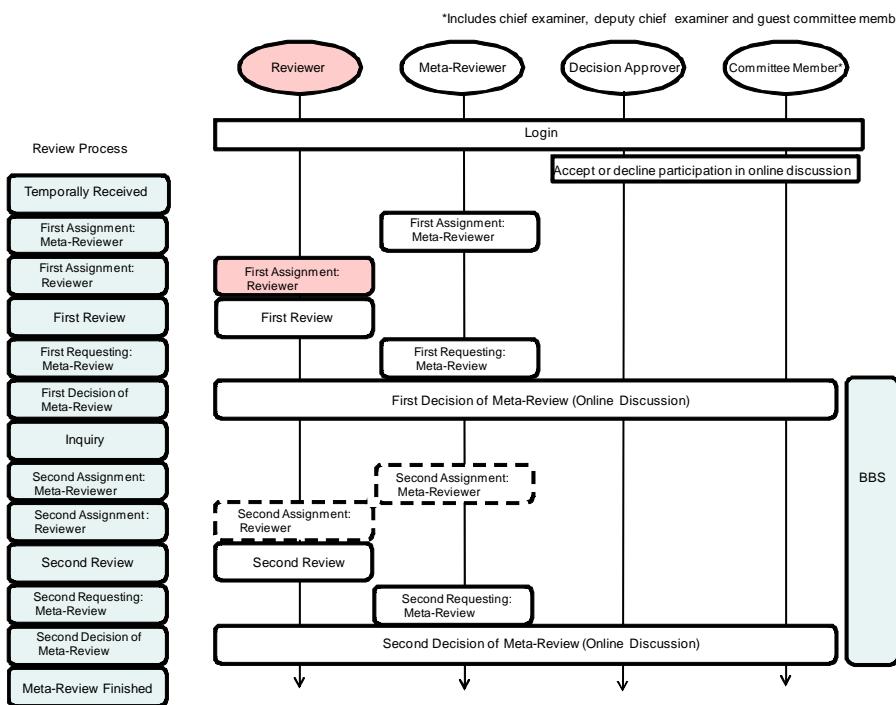


Figure 6: Assignment of reviewers

After the meta-reviewer is assigned to the submitted paper, reviewers are assigned to the paper. For a normal paper, two reviewers are assigned. For a technical note, only one reviewer is assigned. Before the official assignment from the committee, the reviewer is contacted from the meta-reviewer. If the reviewer has agreed to an unofficial request from the meta-reviewer, he/she receives an official request for the review of the paper via e-mail (Figure 8). If the official request has not arrived from the committee even the reviewer agrees to the request, please contact the secretariat of the committee (editt@ipsj.or.jp).

If the reviewer's information is not available on the PRMS, it is registered to the system after the reviewer has agreed to the unofficial request from the meta-reviewer. Then, the official request e-mail is sent through the PRMS.

After the first review process of a paper, the same reviewer is requested for the review of the revised version of the paper.

24 Apr 2012
Dear Name, (cc: Meta reviewer)

Review of submitted paper (Request)

Thank you for the understanding and cooperation to IPSJ.
We are sending this email to ask you for the review of a paper,
Receipt no. 12-XX001, submitted to Journal of Information Processing.

Please submit a review report after logging into the following URL by 22
May 2012.

*Please accept that a reminder email is transmitted automatically.

Paper assigned: Approximation algorithms
URL for review report (You can download the submitted manuscript at
the URL):

If you encounter a situation which leads you not to be able to finish
the review within the deadline,
please let us know immediately. Also if you have not finished the review
by the deadline, we may ask the change of reviewer.

The paper assigned to you is reviewed by two reviewers and one meta reviewer.
The inquiry to authors is limited to be only once.
If the meta reviewer decides "accept if requirements are met", we will
ask you the second review.
We would like your understandings on these issues in advance.

Note that the meta reviewer may ask you about the review report.
Please help us if there is any such enquiry.

Please see the review instruction for manuscript at the following URL:
<http://www.ipsj.or.jp/english/jip/index.html>

If you have any question, please send an email to
the editorial office, edit@ipsj.or.jp.

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figure 7 : Email for review request

3.3. Review

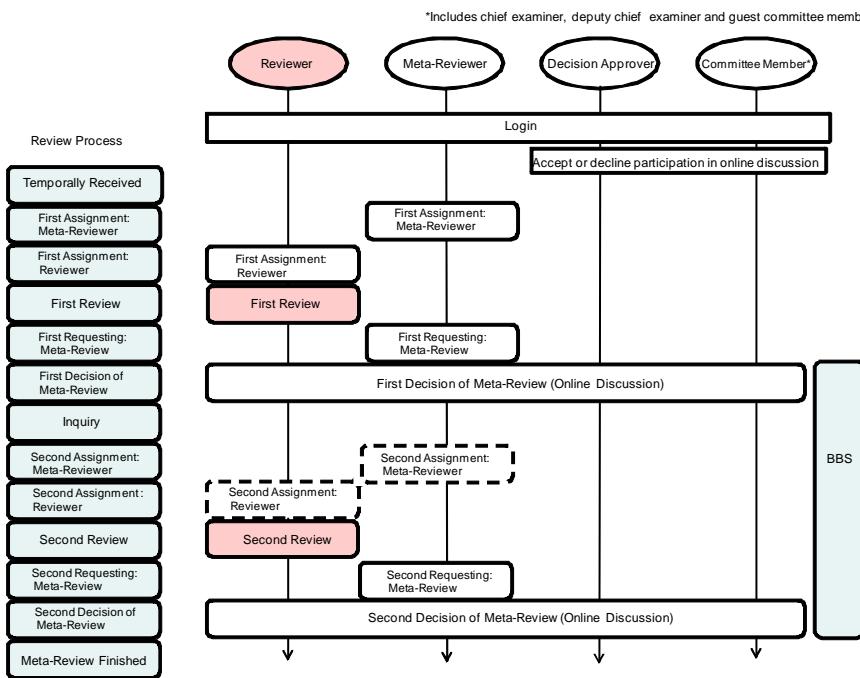


Figure 8 : Review

Figure 9 shows the outline of the review process using the PRMS.

- Login to the page of PRMS review report using your ID and password (Figure 10 (a)). The URL of the review report page is notified via e-mail (Subject: [[JIP: Request] (Receipt no.: xx-xxxxx) Request to Update Review]. Your ID and password are notified via e-mail (Subject : [IPSJ: Notification] Notification of the registration/change of password of PRMS members).
- After you log-in, you will see a screen as shown in Figure 10 (b). You can download the PDF file of the paper for review from this paper (Click text marked with a red circle).
- Type in your review report according to the instruction on the screen (Figure 10 (c)). The next screen changes according to your decision. If your overall recommendation is “conditional acceptance” or “rejection”, you have to write the conditions for acceptance or the reason of the rejection. For technical notes, you can select only “Accept” or “Rejection” as your overall recommendation. Note that Figure 10 shows an example of a case of the review of a “paper” not a “technical note”.
- Proceed your input process using “Save” or “Save and continue” buttons located at the bottom of the page (Figure 10 (d)). Click “Save” button for suspending your review work. The report that you have already written is thus saved to the system. If you login to the system again, you can resume the input process. If you normally proceed to the next step, click “Save and continue”.
- After you have input all of the content of the review report, you will see a screen for checking the content. If you want to revise, click “Back” button at the bottom of the page, or login the system again. If all the content is correct, click “Confirm” button at the bottom of the page. The system then sends an e-mail

message for confirmation and you will see “Review result received” page. After this, you cannot login to the system even if you access to the URL for the review. If you have accidentally clicked the “Confirm” button, please contact editt@ipsj.or.jp. If you want to make the backup of your review in your computer, please save the content of the page using the function of your web browser before clicking “Confirm” button. In case troubles such as abnormal exit of the web browser, your review report may be lost. We recommend you to save the content by yourself.

<Second review>

If the editorial committee’s decision is conditional acceptance and the authors have re-submitted the revised version, the committee will request the second review. Input your review in the same way as the first review. Please pay attention to the following points for the second review. :

- The revised paper is submitted with a reply letter. Please download the reply letter with the paper for review.
- The reviewers can read his/her own first review report to help with the second review.
- “Conditional Acceptance” cannot be selected as the result of the second review. Please select “Accept” or “Rejection”.

Login for review

Username:
Password:

[Forgot your username or password?](#)

(a)

Review result (1/2)

You can get the paper for review by clicking the 'Download paper for review' link. After completing the review form, click the 'Save and continue' button for the next page.

[Show the bulletin board threads of this paper.](#)

Review type First review result

Reviewer information

| | |
|------|--------------|
| Type | 1st reviewer |
| Name | jiro joho |

Paper information [Download paper for review](#)

(b)

Overall recommendation (not disclosed to author(s))

Accept
 Accept if requirements are met
 Reject

(c)

(d)

Figure 9: Review process using PRMS

3.4. Online Discussion

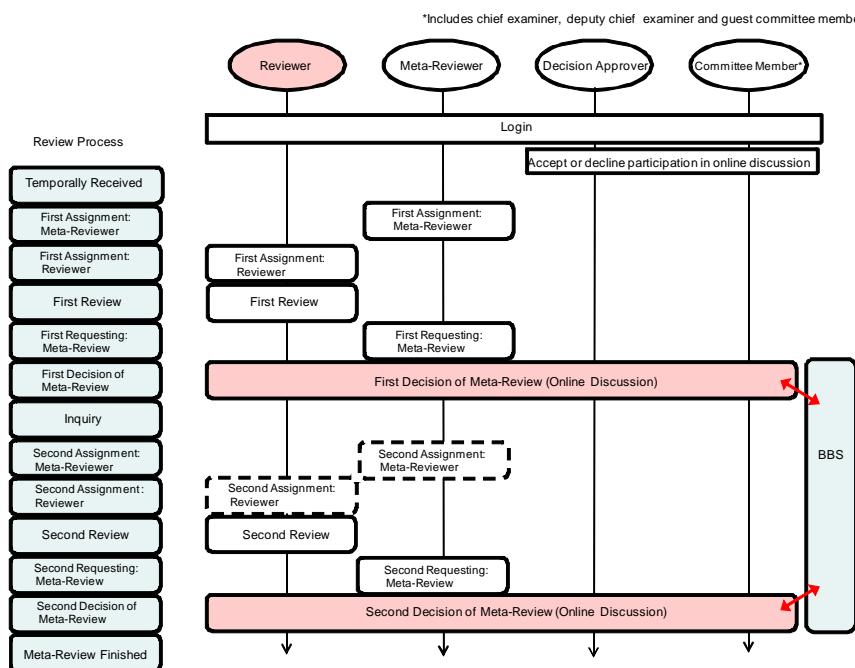


Figure 10: Online Discussion

After all review reports of a paper have been submitted, the meta-reviewer makes a meta-review report. The decision approver (generally the chief examiner or the deputy chief examiner of the subgroup) arranges online discussions for making a decision on the paper. The discussions are held on BBS (“discussion threads” in PRMS). The decision approver, committee members, and the meta-reviewer (and guest members in some cases) participate in the discussions.

For the sake of fairness, reviewers do not participate in the discussions, but the editorial committee can ask questions or ask for corrections to reviewers if required. In this case, an email for requesting correction of the review report is sent to the reviewer. If requested, the reviewer has to participate in the discussion on a BBS (discussion thread) which is specially arranged for discussion with each reviewer. If needed, please update your review report. Figure 13 (a), (b), and (c) show the operation for online discussion: (a) Participating the discussion thread, (b) Browsing the thread, and (c) Submitting a message. In PRMS, three discussion threads are arranged for each paper, two are for discussion with each of two reviewers and one for discussions for making a decision. An example of a discussion thread for the first reviewer is shown in Figure 13.

For the papers for which decisions are made, an inquiry is sent to the authors, or the decision record is sent to editorial boards for final decisions. After the final decision is made, it will be sent to the meta-reviewers and reviewers. Simultaneously, the IPSJ secretariat sends the notification of review results to the authors.

[JIP: Request] (Receipt no.: 12-XX003) Request to Update Review

Dear

Thank you for ~~the cooperation~~ your help in the review process.

The editorial committee is now requesting to update your review entry.

Please check the details of the request by accessing

the online discussion thread. The URL should be sent in

a separate email.

12-XX003

Numerical computation and analysis

Sincerely yours,

Figure 1: Email request to update review

Read review result

Show the bulletin board threads of this paper.

| | |
|---|--|
| Type | 1st reviewer |
| Name | jiro johno |
| Date of review request | 2012/03/23 |
| Deadline for review | 2012/04/20 |
| Paper ID | 12-XX003 |
| Title | Numerical computation and analysis |
| Paper summary (not disclosed to author(s)) | Paper summary/Paper summary/Paper summary/Paper summary/Paper summary/Paper summary/Paper summary |
| Overall recommendation (not disclosed to author(s)) | Accept |
| Rationale for decision (not disclosed to author(s)) | Rationale for decision/Rationale for decision/Rationale for decision/Rationale for decision/Rationale for decision/Rationale for decision/Rationale for decision |
| Originality (not disclosed to author(s)) | 3 [1(Poor)-2-3(Acceptable)-4-5 (Excellent)] |
| Practicality (not disclosed to author(s)) | 3 [1(Poor)-2-3(Acceptable)-4-5 (Excellent)] |
| Reliability (not disclosed to author(s)) | Acceptable |
| Organization and readability (not disclosed to author(s)) | Acceptable |
| Relevance to IPSJ (not disclosed to author(s)) | Relevant |
| Overall rating (not disclosed to author(s)) | 3 [1(Poor)-2-3(Acceptable)-4-5 (Excellent)] |
| Reviewer knowledge of topic | 3 [1(Low)-2-3(Average)-4-5 (High)] |
| Positive aspects of paper (not disclosed to author(s)) | |
| Negative aspects of paper (not disclosed to author(s)) | |
| Other comments to Editorial Committee of JIP (not disclosed to author(s)) | |
| Recommendation for | No |

(a)

Online Discussion: History of the posts in this thread

| | |
|---|---|
| Paper ID | 12-XX003 |
| Title | Numerical computation and analysis |
| Thread Name | Thread for communication with 1st reviewer (editor in chief/committee member/meta reviewer/1st reviewer can access this thread) |
| 1 items. | |
| 2012/03/23 16:25 ichiro [ipsj] johno (Editor) test | |
| New post Input review result | |

(b)

Thread Submission Input

| | |
|--|---|
| Paper ID | 12-XX003 |
| Title | Numerical computation and analysis |
| Thread Name | Thread for communication with 1st reviewer (editor in chief/committee member/meta reviewer/1st reviewer can access this thread) |
| <div style="border: 1px solid #ccc; height: 150px; margin-bottom: 5px;"></div> <input type="button" value="post"/> | |
| 2012/03/23 16:25 ichiro [ipsj] johno (Editor) test | |

(c)

Figure 2: Screenshots of the BBS

4 . Notes on other issues

- Timeout of login session:

The session for review result input will be automatically logout after 3 hours of idle time. Please note that unsaved input will be discarded if this occurs. Therefore, we strongly recommend to save your review draft frequently with the “save” button.

In addition, saving the draft reset the idle time that is used for automatic logout.

- When you forget your password:

You can set a new password in the login screen. Click “If you forget your ID or password”, and a dialogue box to input your email address will appear. You will receive an email (shown in Figure 14) to the input address for resetting your account. A dialogue box to set your new password will appear if you click the URL shown in the email. Note that the URL is valid only for 10 minutes just after the email is sent.

Subject : [JIP: Notification] Reset password

23 Mar 2012

Dear Name

You can reset your password at the following URL.

Note that this page will no longer be valid after 10 minutes have passed since this email was sent to you.

If you have not requested to reset your password, please contact the IPSJ office (editt@ipsj.or.jp).

Login page:

Sincerely yours,

Editorial Committee of Journal of Information Processing
Information Processing Society of Japan (IPSJ)

Figure 14: Email for resetting passwords